

POLICE INTELLIGENCE SPECIALIST

DISTINGUISHING FEATURES

The fundamental reason the Police Intelligence Specialist exists is to research, obtain, interpret and disseminate confidential investigative-intelligence information related to processing City massage, liquor and special event licenses. Also performs investigative research and background checks relative to criminal cases and intelligence reports. This classification is non-supervisory. Work is performed under general supervision and reports to a Sergeant in the Criminal Intelligence Unit.

ESSENTIAL FUNCTIONS

Provides research into the criminal background of applicants applying for City of Scottsdale occupational licenses (i.e. massage therapist, after-hour establishments, alarm companies, escorts, introduction services, sexual-oriented businesses (topless bars), sexual-oriented providers (dancers), teen dance establishments, off-track betting parlors, liquor licenses and magic arts (fortune tellers).

Recommends approval or denial of licenses to Tax & License Department.

Provides support to the Criminal Intelligence Unit (i.e. investigating criminal/employment/financial backgrounds).

Researches, obtains and interprets information and data from automated and manual internal and external resources.

Disseminates acquired intelligence information in response to requests from various agencies in order to aid with criminal investigations.

Maintains security of criminal record and criminal intelligence information for the purpose of complying with federal and state laws concerning access to and dissemination of criminal information.

Contacts or consults with various agencies to obtain intelligence information or gain referrals for research to fulfill requests.

Attends denial and revocation hearings as the Police Department Representative.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Records management systems (both automated and paper files) to ensure accurate maintenance of files and ease of retrieval.

Personal computer software and operating programs, including Microsoft Office products.

Research techniques and resources available to complete assignments.

Federal and state laws and regulations applicable to assignment.

Law enforcement and intelligence terminology.

Ability to:

Interpret information and draw conclusions.

Alter priorities in response to changes.

Work under stressful or changing conditions.

Organize, prioritize and perform multiple tasks to complete job functions in an orderly, efficient manner.

Establish and maintain effective working relationships with those contacted in the course of assignment.

Comprehend and follow complex written or oral directions/instructions in order to complete assigned tasks.

Memorize, retain and accurately recall information.

Use a personal computer and a variety of computer software that requires continuous and repetitive arm or hand and eye movement.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to 2 years of experience with a law enforcement or criminal justice agency as a police records clerk or dispatcher. At least 1 year of experience with a computer database system.

FLSA Status: Non-exempt

HR Ordinance Status: Classified